

# Get **SMARTER** Prep



Job Title:	Director of Enrollment	Job Category:	Relational Sales, Administrative
Department/Group:	GSP Admin	Job Code/ Req#:	ADDE
Location:	GSP – Leawood/Mission/Hybrid	Travel Required:	Local Travel Only
Level/Salary Range:	Commensurate with Experience	Position Type:	35-45/week, Salary
HR Contact:	Caleb Pierce	Date posted:	May 28, 2021
Will Train Applicant(s):	We will have ongoing training for the position.	Posting Expires:	When the position is filled by the right individual
Other Benefits:	Occasional Work from Home; 401K Match; Health Insurance Premium off-set; Generous PTO and Paid Holiday Leave		
External posting URL:	Leawood Chamber of Commerce		
Internal posting URL:	www.getsmarterprep.com/jobs		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> Caleb@getsmarterprep.com <b>Subject Line:</b> New Hire – Applicant for Director of Enrollment - ADDE <b>Attention:</b> Caleb Pierce		<b>MAIL:</b> Get Smarter Prep c/o: Caleb Pierce 13400 Briar Drive, STE A Leawood, Kansas 66209	
<b>Job Description</b>			
<p><b>RESPONSIBILITIES &amp; MEASURABLES</b></p> <p>As a part of the Get Smarter Prep team, you will be expected to provide premier customer service at every turn, confidently communicate GSP's strengths and services, and effectively work as a part of a team and independently. We expect each member of the GSP team to actively contribute to the established culture and values of the organization.</p> <ul style="list-style-type: none"> <li>• Responsible for enrolling students and all activities surrounding this key organizational component.</li> <li>• Responsible for over-seeing the Enrollment Team and frequently engage with each Tutor.</li> <li>• Collaborate with the Director of Curriculum, Marketing Director, and the President to develop strategic changes to internal policy.</li> <li>• And last, but not least, you must be the biggest fan of Get Smarter Prep students and their goals.</li> <li>• Accountable for regular contact with students and their families to ensure GSP is meeting/exceeding its enrollment goals – Annual Assessment.</li> <li>• Collaborate to conduct Quarterly Reviews with each member of the tutoring staff.</li> <li>• Annual <i>360 Degree Review Process</i> (President, a peer staff member, two tutors, and a client).</li> </ul> <p><i>Essential Weekly Task List:</i></p> <ul style="list-style-type: none"> <li>• Confirmation Emails: Officially enroll students in classes &amp; tutorials (4 hours/week)</li> <li>• Developing Schedules for Students: Customize each to the student's needs (4 hours/week)</li> <li>• Follow-up and Reply Emails: Maintain regular communication – 16 hour response time (16 hours/week)</li> <li>• Follow-up Phone Calls: Maintain communication – 16 hour response time (2 hours/week)</li> </ul>			

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- ScoresBack Appointments: Meet families in order to better inform them of important ACT concepts & the college prep process, review the test, and make essential recommendations (3-6 hours/week)
- Scheduled Meetings: Meet with co-workers and various stakeholders (2 hours/week)
- Co-facilitate External Presentations: Act as primary or secondary lead in presentations to new clients & schools (1-2 hour(s)/week)
- Miscellaneous (2-8 hour(s)/week)

#### *Essential Annual Task List:*

- Help Facilitate Organization-wide Meetings
- Help Review & Assess Curriculum Updates
- Help with the Hiring & Interview Process of all new tutors and Enrollment staff

#### QUALIFICATIONS & EDUCATION REQUIREMENTS

The ideal candidate will have a Bachelor's Degree. Preference will be given to individuals with degrees in Organizational Behavior, Business Administration, Marketing, and Communications, but Get Smarter Prep Staff and Tutors come from a myriad of backgrounds and we are looking for the right candidate for the position.

#### PREFERRED SKILLS & COMPETENCIES

- Ability to use or adapt to technology, ie. CRM, Google applications, tutoring software, Microsoft Suite, etc.
- Ability to foster relationships with clients, students, counselors, and third-party vendors.
- Knowledge of Social Media and an ability to engage with various mediums.

#### **Mission Statement**

*"Through honest communication, we invest in each student and their family by helping them navigate the college prep process. Our innovative and intentional approach builds confidence in the individual student and proves to be a good investment for each family."*

#### **Vision Statement**

*"Get Smarter Prep seeks to serve each and every family with which we have contact in order to help them find the right path for their unique situation."*

#### ADDITIONAL NOTES

Please send your Resume or CV to [jobs@getsmarterprep.com](mailto:jobs@getsmarterprep.com). Get Smarter Prep is an equal opportunity employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	